

Headquarters Air Force Materiel Command



Planning Documentation and Process for
Military Interdepartmental Purchase Requests
(MIPRs)
Issued Outside the Air Force

DRAFT

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This draft has been updated to incorporate the SAF/AQCP clarification that an SES or General Officer must approve an Economy Act Determination & Findings (See Atch 2)

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SECTION 1

OUTGOING MIPR PROCESS

NOTE: This section includes mandatory requirements that must be addressed when preparing a MIPR going outside the Air Force.

1. An outgoing MIPR requires essentially the same attachments, documentation, coordination, and approval as a purchase request (PR) for the same requirement – with two exceptions: (1) for sole source acquisitions, an outgoing MIPR requires a sole source justification in lieu of a “formal” Justification and Approval (J&A); and (2) Economy Act documentation is required for interagency MIPRs (with some exceptions).

Based on the requirement, various types of supporting documentation may be required. Some of the more common MIPR attachments and supporting documentation are: DD Form 1423 – Contract Data Requirements List (CDRL), DD Form 254 – Contract Security Classification Specification, Statement of Objectives (SOO), Statement of Work (SOW), Quality Assurance Surveillance Plan (QASP), Determination/Decision Document (DDD), Economy Act Determination and Findings (D&F), Acquisition Plan, etc.

FAR Part 37 and AFI 63-124 prescribe policy and procedures for management and surveillance of service contracts. The requiring activity requesting the services is responsible for identifying the requirement, preparing a Performance Based Statement of Objectives (SOO) or Performance Based Statement of Work (SOW), including Service Delivery Summary (SDS), and a Quality Assurance Surveillance Plan (QASP) as necessary, and monitoring the contractor’s performance to ensure compliance with the terms of the contract, IAW FAR Part 37, AFI 63-124, and FAR 46. Individuals responsible for local surveillance of service contracts, i.e. Quality Assurance Personnel (QAP), must receive QAP training.

If the MIPR is for Advisory and Assistance Services (A&AS), the requiring activity must accomplish a Determination/Decision Document (DDD) to be approved in accordance with local policy.

A formal, written Acquisition Plan is required for a MIPR meeting the dollar thresholds cited in FAR 7 and DFARS 207, unless the MIPR will be awarded against an existing ID/IQ or other “umbrella” contract for which an acquisition plan exists, and the MIPR requirement is within the scope and dollars of the existing Acquisition Plan. The Program Manager (PM) has primary responsibility for acquisition planning and will ensure that an Acquisition Plan, when required by FAR, has been or will be accomplished prior to issuing the MIPR.

2. Listed below are the statutes and authorities most commonly used to purchase supplies/services via MIPR. (This list is not meant to be all-inclusive.) The requiring activity shall determine which statute/authority applies to the individual MIPR. The applicable statute or authority must be annotated on the face page of the MIPR or in separate documentation attached thereto.

- a. Economy Act – permits a Federal agency to order supplies and services from another Federal agency, when a more specific statutory authority does not exist. (See 31 USC 1535.) This authority should be used for both interagency and intraagency acquisitions, unless one of the following authorities apply.
Sample annotation: **“This MIPR is an Economy Act order issued pursuant to the provisions of 31 USC 1535.”**
- b. Acquisitions from required sources as prescribed in FAR Part 8.
Sample annotation: **“This is a Mandatory MIPR issued pursuant to the provisions of FAR Part 8.”**
- c. Coordinated acquisitions prescribed in DFARS Part 208(d). Sample annotation:
“This MIPR is a DoD Coordinated Acquisition pursuant to the provisions of DFARS Part 208.”
- d. Acquisitions of Information Technology through GSA’s Federal Systems Integration and Management Center (FEDSIM) and Federal Computer Acquisition Center (FEDCAC) and similar programs funded on a reimbursable basis through the Information Technology Fund, and approved by the Office of Management and Budget as part of the annual costs and capital plan for the Information Technology Fund. (Authority To Be Found)
- e. Pre-Clinger-Cohen Act multiagency contracts such as Desktop V, Ulana II, and ITOP that were awarded pursuant to the delegation of procurement authority from GSA under the Brooks Act. (Authority to be found)

NOTE: Orders placed under authorities referenced in 2.b. – 2.e. above are not subject to the requirements of the Economy Act.

3. If an **Interagency MIPR** (between the Air Force and a non-DoD agency) is being processed pursuant to the Economy Act, the requiring/funding activity’s decision to place an interagency order must be documented in a written **Economy Act Determination and Findings (D&F)**. (See Attachment 2 herein.) The objective of the D&F is to document the reason it is in the best interest of the Air Force to purchase through a non-DoD agency. The D&F shall be approved in accordance with local procedures.

4. If a local Air Force Contracting Officer issues an order against a GSA contract, an Economy Act D&F is not required. However, if the funds are transmitted, via MIPR, to GSA and GSA issues the contract for the Air Force, the Economy Act applies and a written D&F, approved/signed by a contracting officer and coordinated in accordance with local procedures, is required (unless another statute/authority exists as referenced in paragraph 2).

Section II

ATTACHMENTS

ATTACHMENT 1**SAMPLE MIPR CHECKLIST FOR REQUIREMENTS ORIGINATOR**

(See Attachment 3 for terms and definitions)

Requiring Activity Address and Point of Contact

MIPR NR (When known): _____**Description of Supplies or Services:** _____**MIPR Total Dollars: \$** _____**Estimated Surcharge \$** _____ **or** _____ **%****MIPR Recipient:** *GSA, Army, etc.*

1. Is requirement mandatory or discretionary?
2. If discretionary, why is a MIPR in the best interest of the Government (i.e. best value/lowest cost determination, price determination, etc.)?
3. Which of the following is applicable to the MIPR (*documentation shall be included with MIPR*):

	YES	NO	N/A
a. New Start Documentation Required?	_____	_____	_____
b. Market research performed	_____	_____	_____
c. Mandatory source of supply	_____	_____	_____
d. Are there existing instruments that could satisfy this requirement (e.g. check ConConnect, AF Advantage, GSA Advantage, etc.)	_____	_____	_____
e. MIPR outside DoD	_____	_____	_____
f. If yes, Economy Act D&F attached or exemption/ other statute cited	_____	_____	_____
g. If GSA, can local PCO issue w/in time required	_____	_____	_____
h. Is this a Services requirement	_____	_____	_____
i. If yes, have AFI 63-124 (PBSA) requirements been met (PSOW, SDS, QAP, & QASP)	_____	_____	_____
ii. If A&AS, DDD prepared	_____	_____	_____
iii. Personal services approved	_____	_____	_____
i. Acquisition Plan prepared	_____	_____	_____
j. Sole source justification included	_____	_____	_____
k. Surcharge assessed as reasonable	_____	_____	_____
l. Small Business coordination	_____	_____	_____

Program Manager's/Requestor's signature***Additional signatures per local policy:*** _____

ATTACHMENT 2

SAMPLE ECONOMY ACT DETERMINATION AND FINDINGS

MIPR # _____

1. I have reviewed the requirement for *(insert description of supply or service to be procured)* that *(insert Air Force requiring activity)* intends to place with *(insert agency)* as an interagency order under the Economy Act. My review produced the following findings:

- a. The proposed acquisition is authorized under the authority of the Economy Act;
- b. The Air Force is legally authorized to acquire the supplies or services;
- c. Adequate funds are available;
- d. The action does not conflict with any other agency's authority or responsibility (see FAR Part 8);
- e. The supplies or services cannot be provided as conveniently or more economically by private contractors under an Air Force contract;
- f. The servicing agency has unique expertise or ability not available within the Department of Defense;
- g. The servicing agency will accept the order and can satisfy the requirement;
- h. The supplies or services are clearly within the scope of activities of *(insert agency)* and that agency normally contracts for (and/or produces in-house) those supplies or services for itself;
- i. The cost to the Air Force for the requirement, including the administrative fees charged by *(insert agency)* appear to be reasonable. The fees proposed to be paid to the servicing agency do not exceed the servicing agency's actual cost (or estimated costs if actual costs are unknown) of entering into and administering the contract or other agreement under which the order is filled;
- j. The contract administration procedures related to *(insert agency's)* contract are adequate for Air Force requirements (or the order contains additional contract administration requirements that will result in contract administration procedures that comply with Air Force and DoD regulations and policies);

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- k. All approvals and authorizations required by Air Force and/or DoD policies for acquiring the supplies or services have been obtained;
- l. The requirement is a bona fide need of the Air Force;

(Insert the following if the work will be performed by a Federally Funded Research and Development Center)

- m. The work will be performed by a Federally Funded Research and Development Center (FFRDC). Performance by the FFRDC will not place the servicing agency and its FFRDC in direct competition with private sources;

(Insert the following if the work was previously performed by Government personnel and will now be performed by a contractor under a servicing agency's contract, or if the work was previously performed under a contract)

- n. The requiring activity has complied with the requirements of FAR 7.3.

2. Given the findings outlined above, I hereby determine that it is in the best interest of the Government to place an order for ***(insert requirement)*** with ***(insert agency)*** under the authority of the Economy Act.

Program Manager's signature

Contracting Officer's coordination

Coordination in accordance with local procedure.

SES/General Officer's Approval: _____ *(per DFARS 217.500 which incorporates DoDI 4000.19 which addresses signature authority)*

ATTACHMENT 3

TERMS AND DEFINITIONS

1. **Acquisition Plan** – The formal document, required by FAR 7, that details the overall strategy for accomplishing and managing an acquisition. A formal, written acquisition plan is required for a MIPR meeting the dollar thresholds in DFARS 207.103, unless the MIPR will be awarded against an existing Indefinite Delivery/ Indefinite Quantity (ID/IQ) or other “umbrella” contract and the MIPR requirement is within the scope and dollars of the acquisition plan for the existing ID/IQ or umbrella contract. The Program Manager (PM) has primary responsibility for acquisition planning and will ensure that, when required, a written acquisition plan has been or will be accomplished prior to issuing the MIPR.

TYPE OF ACQUISITION	ACQ PLAN DOLLAR THRESHOLD
Modification	-- Valued at \$10M or more
Development	-- When the total cost of all contracts for the acquisition program is estimated at \$5M or more
Services, Spares, and Repairs	-- When the total cost of all contracts for the acquisition program is estimated at \$30M or more for all years, or \$15M or more for any fiscal year

2. **Advisory and Assistance Services (A&AS)** – Services acquired by contract from non-governmental sources or other federal agencies to support or improve organizational policy development, decision-making, management and administrative support, program and/or project management and administration; provide management and support services for R&D activities; provide engineering and technical support services or improve the effectiveness of management processes or procedures. Contractor Logistics Support purchased with 3400 funds (EEIC 578), Sustaining Engineering purchased with 3400 funds (EEIC 583), and Interim Contractor Support, purchased with Central Procurement funds (3010, 3020, 3080) are not considered Advisory and Assistance Services. (See FAR 37.2, the AFMC A&AS Guide, and OMB Circular A-11, Max Schedule O.)

3. **Determination/Decision Document (DDD)** – The document utilized to approve acquisition of Advisory and Assistance Services. The DDD is prepared by the MIPR initiator (see Attachment # herein and AFMC A&AS Guide, Attachment #).

4. **Discretionary MIPR** – A DD Form 448 for acquisition of supplies/services from sources other than those mandated in FAR 8 and DFARS 208. Selection of the appropriate source of supply is left to the discretion or judgment of the requiring activity.

5. **Economy Act** – This act permits a Federal agency to order supplies and services from another Federal agency when another more specific statutory authority does not exist. Under

this act the head of an agency may place orders with other agencies for goods or services if: funding is available; the head of the ordering agency determines this approach is in the best interest of the Government; the agency receiving the order is able to fill it; and the ordering agency determines the goods or services cannot be provided as conveniently or economically by a commercial enterprise. Economy Act orders are governed by FAR Part 17.5 and 31 USC 1535.

6. Economy Act Determination and Findings (D&F) – A written document that explains why it is in the best interest of the Air Force to place an order, under the Economy Act, with an agency outside the DoD (interagency acquisition). A sample Economy Act D&F can be found at Attachment 2 in this document.

7. Interagency MIPR – An Economy Act acquisition in which the requiring/funding agency obtains supplies/services from another agency (the servicing agency) outside the DoD. Example: Air Force forwards a MIPR to Department of Energy (DOE) and DOE orders supplies or services for the Air Force. An Economy Act Determination and Findings (D&F) is required. (See Attachment #.)

8. Intraagency MIPR – An Economy Act acquisition in which a major organizational unit within an agency obtains supplies/services from another organizational unit within that agency. Example: Air Force forwards a MIPR to the Army and the Army orders supplies or services for the Air Force. An Economy Act D&F is not required.

9. Mandatory Source – Acquisition of supplies/services from sources mandated in FAR 8 or DFARS 208.

Add a definition of MIPR here

11. Outgoing MIPR – Authority and funding for supplies or services is transmitted, via DD Form 448, from the requiring/requesting or funding activity to another Government activity (the accepting or servicing activity).

12. Quality Assurance Surveillance Plan (QASP) – A written document that details how the Government will monitor, evaluate, and report on a contractor's performance. A surveillance plan, i.e. QASP, is required for any service acquisition over \$100K. See FAR 37.602-2 and AFI 63-124.